



UNIVERSITY EDUCATION COMMITTEE MINUTES – 16 FEBRUARY 2022

Minutes of the 01/2022 meeting of the University Education Committee held at 9.30am on Wednesday 16 February via the WebEx video-conferencing platform.

MEMBERS PRESENT:

Prof Theo Farrell (Chair)	Mr Brett Lovegrove
Ms Jaymee Beveridge	Dr Kimberly McMahon-Coleman
Dr Kellie Buckley-Walker	Prof Trish Mundy
A/Prof Honglin Chen	Dr Martin O'Brien
Dr Ken Cliff	Ms Nuala O'Donnell
Prof Julia Coyle	A/Prof Ann Rogerson
Mr Ray Coury	Prof Greg Rose
Dr Alison Freeman	A/Prof Sibylle Schwab
Dr Belinda Gibbons	Ms Megan Smith (PVCS)
Ms Theresa Hoynes	Dr Elena Vlaho-Gjorgievska
Ms Margie Jantti	Prof Wilma Vialle
Mr Narayan Khanal	A/Prof Karen Walton
A/Prof Julie Kiggins	Dr Noelene Weatherby-Fell
A/Prof Tracey Kuit	
Mr Felix Lanceley	

APOLOGIES AND LEAVE OF ABSENCE:

Ms Leanne Cambridge	Prof Christian Ritz
Mr Benjamin Hamill	Mr Manmeet Singh Batra
Mr Jay Joshi	A/Prof Danielle Skropeta
Mr Dominic Riordan	

IN ATTENDANCE:

Ms Katie McKenzie (Executive Officer)	Mr Stafford Lumsden (LTC)
Ms Kylie Parker (Minutes Secretary)	Dr Alyce Mason (for Leanne Cambridge)
Mr Jackson Cocks (Strategic Planning and Governance Fellow)	Ms Jan Sullivan (for Dominic Riordan)
Mr James Conroy (Library)	Mr Rene Wechner (IMTS)

PART 1: OFFICIAL BUSINESS

1.1 Welcome and Acknowledgement of Country

The Chair welcomed all members and attendees and gave a special welcome to Mr Ray Coury (replacing Ms Fiona Rankin as Acting Director, IMTS) and Ms Megan Smith (replacing Ms Kylie Austin as Acting Associate Director, Student Academic Success and Partnerships).

Ms Jaymee Beveridge gave the Acknowledgement of Country.

1.2 Apologies and Leave of Absence

The Chair noted the apologies as listed above.

1.3 Arrangement of Agenda

1.3.1 Conflicts of Interest

No conflicts of interest were raised by the Committee.

1.3.2 Confidential Items

No confidential items are included in the agenda papers.

1.3.3 Starring of items under General Business

The following items were starred for discussion: 2.1, 2.2, 2.3 and to 3.1 to 3.4.

1.3.4 Adoption of Unstarred Items

RESOLVED 2022/01

that the University Education Committee adopt the resolutions that are put to the Committee unstarred.

1.4 Confirmation of Minutes

RESOLVED 2022/02

that the Minutes of the 05/2021 University Education Committee meeting of 3rd November 2021 be confirmed and signed as a true record.

1.5 Business Arising from the Minutes

There was no business arising from the Minutes.

1.6 Chair's Report

The Chair spoke briefly on the following topics:

Return to campus planning

We are engaged in planning for return of courses and student activities on campus. We are fine-tuning our processes to mitigate COVID-related disruptions to learning and teaching. We have also reviewed our contingency planning to ensure continuity of student support services.

UOW Student Welcome Hub

This year we see domestic and international students arriving on campus less well prepared than in the past. In response we have created a new Student Welcome Hub. Delivered jointly by Student Services & Accommodation Division (SASD) and Pro Vice-Chancellor (Students) portfolio, the Welcome Hub will cultivate a dynamic and invigorated physical presence within Student Central (Building 17) and extend throughout the campus via a series of pop-up centres (located both outdoors and in Building 11). In addition, there are a range of online webinars and virtual resources to help students prepare for their studies, including a new online International Student Success program that will be launched on our Open Learning platform at the end of February.

Employer Satisfaction Survey

The QILT Employer Satisfaction Survey results were released this month. Average employer satisfaction for 2019-2021 was 85%. UOW is ranked number 1 in Australia, with overall employer satisfaction with UOW graduates at 91.7%.

Student Experience Survey

In January we received UOW's 2021 QILT Student Experience Survey (SES) results; universities receive their own results ahead of public release of all results which usually occurs at the end of February. The results are broadly like 2020, which saw declines in multiple areas reflecting the impact of the COVID pandemic on the student experience.

Undergraduate student satisfaction in 2021 saw some improvement in Overall Satisfaction, Teaching Quality and Learning Resources, reflecting the work we have done to improve digital delivery, especially via the Blended Learning Enhancement Initiative.

Across UG and Post-Graduate Coursework, there were further declines in Learner Engagement and Student Support. This reflects the impact of COVID on the student experience.

We are examining the 2021 SES Results in detail to identify areas of particular concern and working with Faculties on action plans to take forward improvements. We are launching the StudentLife@UOW Program (more below) to achieve step-change improvements in our support for students and transform the student experience. More immediately, returning our students and activities to campus in volume will be key to improving student satisfaction.

StudentLife@UOW

Dr. Kellie Ridges was appointed Director of Student Life in January 2022. This role will lead the StudentLife@UOW Program, to enable service optimisation across the whole end-to-end student life cycle and achieve transformative improvements in student experience. More immediately, the role is bringing a holistic lens to our existing student support capabilities, improving coherence of contingency planning for service delivery in Autumn 2022. Working in partnership with students will be core to our approach to StudentLife@UOW.

Course Reviews – Update

- We have fallen behind in our schedule, mainly due to COVID, One UOW and staffing changes.
- We have streamlined the review process and centralised support for course reviews.
- 26 reviews scheduled for 2022 – a very hefty load and will stretch resources.
- Reviews have recently been completed and one is close to being completed - leaving 22.
- Of these 22, 7 are identified as priority reviews and must be completed this year or risk being non-compliant with nationally mandated standards.
- 5/7 have commenced, one is well progressed and two are yet to start. Initial meetings between the Academic Quality and Standards unit and Faculty course leaders have occurred.
- 15 reviews are planned for the second half of the year.

PART 2: COMMITTEE BUSINESS

***2.1 UEC Terms of Reference - Proposed Amendments**

Members were advised of the proposed amendments to the UEC Terms of Reference which capture the changes of structure to the Senior Executive, as outlined in the agenda paper. The inclusion of three new ex-officio positions and the increase of the number of student representatives from three to four were also noted.

Mr Brett Lovegrove advised that the ex-officio list includes the position of Academic Director, South Western and Southern Sydney Campuses, which is now Pro Vice-Chancellor (Health-Sydney Campuses).

ACTION 2022/01

The title of Academic Director, South Western and Southern Sydney Campuses, be changed to Pro Vice-Chancellor (Health-Sydney Campuses).

RESOLVED 2022/03

that the University Education Committee endorse its revised Terms of Reference and forward the revisions to Academic Senate for approval.

2.2 UEC Workplan for 2022

Ms Jan Sullivan addressed the Committee, noting the UEC workplan for 2022 was similar to the previous year, with some modification to more closely align with the UOW Education Strategy Goals. Members were advised of the draft rolling schedule included in the workplan, which outlines the timing of items coming forward to the Committee. Members were invited to provide feedback. Dr Kimberley McMahon-Coleman noted that the oversight of Strategic Priorities and Enabling Strategies

for Regional Campuses should be assigned to the Pro Vice-Chancellor (Strategy and Planning). It was also noted that responsibility for Sydney campuses now lies with the Pro Vice-Chancellor (Health-Sydney Campuses).

ACTION 2022/02

- *Oversight of the Strategic Priorities and Enabling Strategies for Regional Campuses be listed as the responsibility of the Pro Vice-Chancellor (Strategy and Planning).*
- *The title of Academic Director, South Western and Southern Sydney Campuses, be changed to Pro Vice-Chancellor (Health-Sydney Campuses)*

RESOLVED 2022/04

that the University Education Committee endorse the UEC Workplan for 2022.

***2.3 Education Policy and Quality Subcommittee Minutes**

ACTION 2022/03

Amend the Education Policy and Quality Subcommittee Minutes held on 9 November 2021, to list Prof Nina Reynolds as an attendee on behalf of Prof Greg Rose.

RESOLVED 2022/05

that the University Education Committee receive the unratified Minutes of the meeting of the Education Policy and Quality Subcommittee held on 9 November 2021 as amended.

2.4 Education Policy and Quality Subcommittee Minutes

RESOLVED 2022/06

that the University Education Committee receive the unratified Minutes of the meeting of the Student Academic Experience Subcommittee held on 4 November 2021.

PART 3: GENERAL BUSINESS

***3.1 Student Representation on Academic Matters**

Mr Jackson Cocks addressed the Committee and provided some background on the Student-Staff Partnership Innovation Hub. Mr Cocks discussed the goals of the SSP-IH, which include increasing the effectiveness and engagement of student representatives who sit on committees. Mr Cocks noted that the SSP-IH had held four meetings and developed both an Issues Log, which summarised proposed actions, and a Handbook to guide practice for staff and students on a working partnership in academic governance. Members were advised of the future actions to be undertaken by the SSP-IH which include:

- Finalising the Issues Log and Handbook in 2022.
- Establishing a working group to explore options for reward and recognition for student representatives.
- Create a centralised recruitment platform.

Mr Cocks invited feedback on the Issues Log and Handbook. The Chair commended the work undertaken by the SSP-IH and its contribution to working with students as trusted partners, which is Goal 1.2 of the University's Education Strategy. Prof Julia Coyle thanked all staff and students who assisted in the establishment of the SSP-IH and requested that Faculty staff discuss the Handbook within their committees and provide feedback for improvements. Prof Coyle noted the creation of a Moodle site which will contain resources to better support student representatives on committees.

Prof Greg Rose also commended the work of the SSP-IH and noted the importance of determining whether student representation is a rewarded or volunteering activity in terms of prize allocation. The Chair noted the intention to create a working group to address this issue, as outlined in the Issues Log. Prof Rose reminded members of the recent practice of Academic Senate, that now holds meetings with its student representatives before each Senate meeting to raise any issues.

A/Prof Ann Rogerson suggested that meeting scheduling can be a major issue for student representatives (and teaching staff) as they are usually scheduled a year in advance before teaching schedules are available. This often results in Committee members being unable to attend meetings.

The Chair reminded members to provide any further feedback to Mr Cocks or Prof Coyle. The Chair further proposed a future meeting between himself, Prof Coyle, Mr Cocks, Theresa Hoynes and Kellie Ridges to further discuss the Issues Log and ensure all proposed actions are undertaken.

ACTION 2022/04

DVC(A) office to arrange a follow-up meeting with Mr Cocks and relevant staff to discuss the Student Representation on Academic Matters Issues Log

RESOLVED 2022/07

that the University Education Committee note and provide feedback on the issues identified by the Student-Staff Partnership Innovation Hub on Student Representation on Academic Matters and the draft Academic Governance for Students as Partners Handbook, as provided in the agenda paper.

***3.2 Student Digital Skills Hub Update**

Ms Margi Jantti addressed the Committee and provided a brief introduction to the Student Digital Skills Hub, informing members that the initiative is a vital component of UOW's COMPASS framework. It aims to support student digital literacy skills and provide students with tools and resources to develop the foundational digital skills required for learning, career readiness and employability. Ms Jantti discussed the guiding principles of the initiative and previous work undertaken in this space, as outlined in the agenda paper.

Mr James Conroy provided members with an overview of the features of the Student Digital Skills Hub which aim to:

- Provide students with tools to self-assess their digital capabilities.
- Based on self-assessment, provide resources for students to improve digital skills.
- Provide a knowledge base that links to support materials and FAQ's.
- Give students the opportunity to ask questions and collect feedback on the Hub.

Members were advised of the Hub's intent to improve student awareness and engagement of the available digital skills resources and increase student satisfaction and career readiness. It also aims to lower the need for academic staff to provide these resources. Student feedback had been sought which was used to implement improvements and this will be an ongoing strategy. The Hub has been live for over a week and had been accessed 653 times to date.

Ms Jantti thanked Learning, Teaching and Curriculum, IMTS, PVC(SP) and the students who actively assisted in the development of the Hub. The Chair queried how the Hub was being added to Moodle sites. Mr Conroy advised that LTC were currently adding these links to Moodle sites for Trimester 1 and Autumn, as they were being created. UOW College and offshore campuses had also been advised of the tool's availability.

RESOLVED 2022/08

that the University Education Committee note the update on the Student Digital Skills Hub initiative as provided in the agenda paper and as presented at the meeting.

***3.3 Digital Skills Uplift for Academic Staff Update**

Dr Alyce Mason addressed the Committee and provided members with an update on the Digital Skills Uplift for Academic staff. Ms Mason discussed the work undertaken by LTC on the implementation of a Digital Capabilities Framework for academic staff and the development of an accompanying body of resources. Members were informed of LTC's intent to synergise its approach to supporting the digital capabilities of academic staff, who will have access to the Digital Capabilities Discovery Tool. This allows for staff to identify their areas of strength, as well as opportunities for enhancement.

Dr Mason advised that future collaboration and consultation with the Library, IMTS, PVC(SP), the Professional and Organisational Development Unit and other stakeholders will continue to drive the development of future support tools and better align with the student voice.

Mr Stafford Lumsden addressed the Committee and discussed the resources available to academic staff via the JISC Digital Capabilities Discovery Tool. These resources aim to assist in improving:

- Data and media literacy
- Problem solving and innovation
- Digital identity and well-being
- Communication, collaboration and participation

Mr Stafford advised of future 'Town Hall' meetings which will take place to allow for collaboration and gain feedback from academic staff to ascertain how their teaching can be better supported.

A/Prof Ann Rogerson queried if the Associate Deans (Education) were included in the consultation process. Dr Mason advised that a broader consultation had previously taken place but that future consultation will occur with ADE's to gain their feedback.

RESOLVED 2022/09

that the University Education Committee note the update on digital skills uplift for academic staff, as provided in the agenda paper and presented at the meeting.

***3.4 Quality Improvement Plan Update 2021**

Ms Jan Sullivan spoke to this item and provided a brief update on the Quality Improvement plan. Members were advised that the QIP had been used by UOW for the past 15 years, to track the University's compliance with the Higher Education Threshold Standards and any areas noted for improvement. The QIP is also used in preparation for the University's Tertiary Education Quality and Standards Agency (TEQSA) re-registration application. Ms Sullivan noted that while UOW's re-registration submission is not due until September 2024, an independent review of UOW's Education Services for Overseas Students (ESOS) compliance is required 12 months prior. Additionally, independent reviews of Corporate and Academic Governance are required nine months prior to the TEQSA re-registration submission. Ms Sullivan highlighted that due to these timelines, the year under scrutiny will be 2023.

Ms Sullivan drew members attention to the agenda paper, which outlines two areas identified as high risk for UOW, these being course reviews and agent management. The first was covered under the Chair's report. In regard to the second matter, Ms Sullivan advised that she had contacted the new Director, Global Student Recruitment on his appointment to; advise him that the Agent Management Policy is overdue for review, and that annual reporting on agent performance is required to be submitted to the University Internationalisation Committee each year. This is both a requirement for ESOS compliance and TEQSA re-registration. Members were informed that this work is underway, and some detail on this work was provided by Prof Wilma Vialle.

ACTION 2022/04

Meetings to be scheduled between the Chair and relevant staff to address the areas identified in the QIP as high risk.

RESOLVED 2022/10

that the University Education Committee note the Quality Improvement Plan Update for 2021 as provided in the agenda papers.

3.5 Collaborative Delivery Summary Report 2021

RESOLVED 2022/11

that the University Education Committee note the Collaborative Delivery Summary Report for 2021 as provided in the agenda papers.

3.6 TEQSA Update

RESOLVED 2022/12

that the University Education Committee note the TEQSA and Sector Update as provided in the agenda paper.

PART 4: OTHER BUSINESS

4.1 Other Business

The Chair noted that this would be the last meeting attended by Mr Brett Lovegrove and thanked him for his valuable contribution to UEC over many years.

PART 5: NEXT MEETING

The next meeting of the University Education Committee is scheduled for 27 April 2022.

Signed as a true record:



Chairperson